

Topic: Process for Submitting an Exception to Policy (ETP) to Reside in the VSMP Billets (Modular's)	OPR: RCI 380-2788
Reference: United States Army Garrison, Fort Irwin and the National Training Center Policy #3, Voluntary Separated Persons (Geographical Bachelors), Sample ETP	
<p>Procedures:</p> <ul style="list-style-type: none">• Service member will report to Fort Irwin Residential Communities Initiative (RCI), Housing Services Office located at 4553 Tippecanoe, Sandy Basin Housing Office to determine eligibility for VSMP housing.• Once eligibility is determined, service member will submit an exception to policy through their chain of command. A sample memorandum can be obtained from the RCI office.• Please be specific in the reason for your request. Also include all necessary documentation; i.e., copy of your orders assigning you to Fort Irwin, copy of housing assignment or housing wait list showing your position on the list, divorce documents, retirement orders, etc.• Soldier will submit ETP with appropriate signatures and supporting documentation to the RCI office. RCI will make recommendation and forward to the Garrison Commander for consideration. All ETP's are reviewed weekly at the Garrison on Wednesdays.• If approved, service member will return to sign for key.• Hours of operation for VSMP Billets is 0730 – 1700, however, keys are issued on a daily basis between the hours of 1500 – 1700.	

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OPR: RCI
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Sample:



DEPARTMENT OF THE ARMY
Your Unit
FORT IRWIN, CA 92310-XXXX

IMWE-IRW-RCI

MEMORANDUM FOR Director, RCI, Fort Irwin, CA 92310

SUBJECT: Request for Modular Room

1. NAME: (Last, First MI)
2. SSN:
3. RANK / GRADE:
4. CONTACT PHONE #:
5. Your reason for requesting a modular room:

Be very specific. Also include all supporting documents, i.e., orders assigning you to Fort Irwin, housing application / documentation, retirement orders, divorce documentation, etc.

6. Number on Pinnacle Housing Waiting List / Projected timeframe you will receive housing:

7. RCI Recommendation: APPROVAL _____ DISAPPROVAL _____

8. Garrison Command Sergeant Major Decision: APPROVAL _____ DISAPPROVAL _____

1SG / CDR

Signature
NAME
RANK, BR
TITLE
Contact Number

This request requires the recommendation of the Sergeants Major in the individuals Chain of Command

- BATTALION CSM
- SQUADRON CSM
- OPS GRP TEAM 40

APPROVAL _____ DISAPPROVAL _____
NAME _____
CONTACT PHONE # _____

- BRIGADE CSM
- REGIMENTAL CSM
- OPS GRP 40

APPROVAL _____ DISAPPROVAL _____
NAME _____
CONTACT PHONE # _____